



CHIEF BUILDING INSPECTOR

Job Code: 3141

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o016

NATURE OF WORK

Highly responsible, administrative, supervisory, and technical work in enforcing compliance with applicable national, state, and local laws, codes, ordinances, and regulations in the City's Building Department through reviewing construction plans and specifications of new and existing buildings, structures, and properties. Work includes office and field duties.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Reviews building plans, blueprints, specifications, and materials lists to determine compliance with applicable regulations and good building and construction practices and recommends approval or rejection
- Conducts technical field inspections of buildings and premises during various phases of construction and use
- Inspects the structure of and materials used in new and existing buildings, structures, and premises
- Requests demolition of any structures declared unsafe
- Detects and investigates reported and unreported hazards, possible safety problems, and violations
- Determines conformity with established standards and approved plans
- May issue permits and certifications dependent upon compliance with standards, and assist applicants in completing necessary forms
- Recommends methods, materials, equipment, and alterations to assist in compliance with accepted standards
- May compute fees for building permits and certifications
- Determines acceptability of qualifications of contractors engaged in work relating to the type of work referred to herein
- Testifies in court and before related boards, obtains documentation, and prepares testimony
- Reports suspected or known violations of zoning, electrical, plumbing, mechanical, licensing, fire, marine, and planning standards to the appropriate authority
- Prepares and maintains reports, records, and correspondence concerning building structure enforcement and inspection activities
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of national, state, and local laws, codes, ordinances, and regulations regarding construction, alteration, and repair of buildings and other structures
- Thorough knowledge of general building design and construction
- Thorough knowledge of good construction practices
- Considerable knowledge of effective practices concerning air conditioning, electrical, plumbing, and other phases of building construction
- Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards
- Ability to read, understand, explain, and apply regulations
- Ability to make technical inspections and render valid decisions
- Ability to enforce regulations tactfully, firmly, and impartially

- Ability to establish and maintain effective working relationships with other employees, agencies, and the public
- Ability to make arithmetic and statistical computations with speed and accuracy
- Ability to communicate effectively, both verbally and in writing
- Ability to use appropriate computer software in analysis, calculations, and record keeping
- Ability to testify effectively in court and before related boards
- Ability to research data and originate legal documents and other instruments of law
- Ability to prepare clear and concise records, reports, correspondence, and other documentation
- Ability to complete forms legibly and accurately
- Ability to supervise the work of subordinate employees in a manner conducive to full performance and high morale

MINIMUM REQUIREMENTS

- Minimum qualifications shall reflect requirements of the South Florida Building Code, currently:
 - Registered Professional Engineer licensed in State of Florida
 - **OR** Registered Architect license in the State of Florida
 - **OR** General Contractor with current Certificate of Competency from Florida Construction Industry Licensing Board or from Dade County Construction Trades Qualifying Board
 - Experience can substitute for education on a year-for-year basis

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- Some standing, walking, moving, climbing, bending, kneeling, crawling, and reaching
- Must have the physical ability to bend, crawl and climb over construction sites and within buildings
- Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped

SUPERVISION RECEIVED

- General and specific assignments are received
- Work is performed with considerable latitude for the use of independent judgment
- Work is reviewed and evaluated through verbal and written reports.

SUPERVISION EXERCISED

- Directs the work of Building Inspectors and clerical assistants.